Beaufort County School District

Temporary Information Technology Professional Services

2019

Solicitation No. 20-008

Submitted to:

Attn: Beaufort County School District
Procurement Office
2900 Mink Point Blvd,
Beaufort, SC 29902

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Beaufort County School District

Solicitation Number:	20-008
Date Printed:	August 15, 2019
Date Issued:	August 15, 2019
Procurement Officer:	Kaylee Yinger
Phone:	843-322-2349
Email:	Kaylee.yinger@beaufort.k12.sc.us

Invitation for Bid

DESCRIPTION: **Temporary Information Technology (IT) Professional Services**
SUBMIT OFFER BY (Opening Date & Time): **September 6, 2019; 2:00 PM**
QUESTIONS MUST BE RECEIVED BY: **August 30, 2019**
NUMBER OF COPIES TO BE SUBMITTED: **One (1) Original Signed Copy and One (1) Electronic Copy - Redacted**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:
Beaufort County School District
Procurement Office
P.O. Drawer 309
Beaufort, SC 29901-0309

PHYSICAL ADDRESS:
Beaufort County School District
Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902

CONFERENCE TYPE: LOCATION:

DATE & TIME:

AWARDS & AMENDMENTS:
Award will be posted at the Physical Address stated above on or after September 6, 2019. The award, this solicitation, and any amendments will be posted at the following web address: http://beaufortschools.net.

You must submit a signed copy of this form with Your Offer. By submitting a proposal or bid, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR: (Full legal name of business submitting the offer) ENTITY TYPE:

Jersey I Tech S-Corporation

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

Ashish Jain Sr. Vice President

PRINTED NAME TITLE

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

PAGE TWO

(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for Offeror's home office/ Principal place of business):	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent):
Jersey I Tech 1200 Laurel Oak Road, Suite # 107, Voorhees, NJ 08043	Jersey I Tech 1200 Laurel Oak Road, Suite # 107, Voorhees, NJ 08043
PHONE NUMBER: 856-725-7540	
EMAIL ADDRESS: aj@jerseyitech.com	

PAYMENT ADDRESS (Address to which payments will be sent):	ORDER ADDRESS (Address to which all purchase orders will be sent):
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☐ Payment Address Same as Home Notice Address	☐ Payment Address Same as Notice Address
(check one only)	(check one only)

ACKNOWLEDGEMENT OF AMENDMENTS:	Amendment Number	Amendment Issue Date
	#1	August 22, 2019
	#2	August 29, 2019
	#3	September 4, 2019

Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.

MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes ☐ No ☑
If yes, please include a copy of your certification.

- *Addendum #1*

Beaufort County School District

	Solicitation Number:	20-008
Addendum 1	Date Printed:	August 15, 2019
	Date Issued:	August 22, 2019
	Procurement Officer:	Kaylee Yinger
	Phone:	843-322-2349
	Email:	Kaylee.yinger@beaufort.k12.sc.us

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NAME OF OFFEROR: (Full legal name of business submitting the offer) Jersey I Tech

ENTITY TYPE: S-Corporation

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

Ashish Jain — PRINTED NAME

Sr. Vice President — TITLE

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	#3	September 4, 2019

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MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes ☐ No ☑
If yes, please include a copy of your certification.

- *Addendum #2*

Beaufort County School District

Addendum 2

Solicitation Number:	20-008
Date Printed:	August 15, 2019
Date Issued:	August 29, 2019
Procurement Officer:	Kaylee Yinger
Phone:	843-322-2349
Email:	Kaylee.yinger@beaufort.k12.sc.us

Invitation for Bid

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NAME OF OFFEROR: (Full legal name of business submitting the offer) Jersey I Tech

ENTITY TYPE: S-Corporation

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

Ashish Jain — PRINTED NAME

Sr. Vice President — TITLE

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If yes, please include a copy of your certification.

- *Addendum #3*

Beaufort County School District

Addendum 2

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Date Printed:	August 15, 2019
Date Issued:	September 4, 2019
Procurement Officer:	Kaylee Yinger
Phone:	843-322-2349
Email:	Kaylee.yinger@beaufort.k12.sc.us

Invitation for Bid

DESCRIPTION: **Temporary Information Technology (IT) Professional Services**
SUBMIT OFFER BY (Opening Date & Time): **September 12, 2019; 2:00 PM**
QUESTIONS MUST BE RECEIVED BY: **August 30, 2019**
NUMBER OF COPIES TO BE SUBMITTED: **One (1) Original Signed Copy and One (1) Electronic Copy - Redacted**

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Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902

CONFERENCE TYPE: LOCATION:

DATE & TIME:

AWARDS & AMENDMENTS:
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NAME OF OFFEROR: (Full legal name of business submitting the offer) Jersey I Tech

ENTITY TYPE: S-Corporation

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

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Sr. Vice President
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If yes, please include a copy of your certification.

2.1. Special Instructions

2.1.1 BOARD APPROVAL REQUIRED (JAN 2006):
Any award is subject to prior approval by the BCSD Board.

2.1.2 CLARIFICATION (NOV 2007):

Pursuant to Section 11-35-1520(8), the Procurement Officer may elect to communicate with you after opening for the purpose of clarifying either your offer or the requirements of this solicitation. Such communications may be conducted only with offerors who have submitted an offer which obviously conforms in all material aspects to the solicitation. Clarification of an offer must be documented in writing and included with the offer. Clarifications may not be used to revise an offer or the solicitation.

2.1.3 ELECTRONIC COPIES -- REQUIRED MEDIA AND FORMAT (MAR 2015):

In addition to your original offer, you must submit an electronic copy or copies on compact disk (CD), DVD, or USB drive. Submit the number of copies indicated on the cover page. Each copy should be on separate media. Your business and technical proposal must be on separate media. Every disk or USB drive must be labeled with the solicitation number, and the offeror's name, and specify whether its contents address technical proposal or business proposal. If disk sets are provided, each disk in the set must be appropriately identified as to its relationship to the set, e.g., 1 of 2. The electronic copy must be identical to the original offer. File format shall be compatible with Microsoft Office (version 2003 or later), or Adobe Acrobat or equivalent Portable Document Format (.pdf) viewer. The Procurement Officer must be able to view, search, copy and print electronic documents without a password.

2.1.4 MAIL PICK-UP:

The District picks up mail from the USPS Drawer 309 once daily around 8:30 a.m. excluding weekend and holidays. (See deadline for submission of offer Page 1) Please note that it is the vendor's responsibility to be sure their proposal arrives at the Procurement Department – District Office at the specified date and time.

2.1.5 OPENING PROPOSALS – INFORMATION NOT DIVULGED (FEB 2015):

In competitive sealed proposals, neither the number or identity of offerors nor prices will be divulged at opening.

2.1.6 PROTEST – CPO:

Any protest must be addressed to the Chief Procurement Officer, Procurement Office, and submitted in writing
a) by email to: Kaylee.yinger@beaufort.k12.sc.us
b) by facsimile at 843-322-0748
c) by post or delivery to: P.O. Drawer 309, Beaufort, SC 29901-0309 OR
2900 Mink Point Boulevard, Beaufort, SC 29902

Reply

We have read, understood and will comply with all instructions as outlined in this Solicitation document.

3. Scope of Work

The purpose of this solicitation is to acquire **Temporary Information Technology (IT) Professional Services** complying with the enclosed description and / or specifications and conditions.

3.0.1 PERFORMANCE LOCATION:
After award, all deliveries shall be provided to the locations specified by this Solicitation

3.0.2 GENERAL INFORMATION:
The Beaufort County School District is seeking qualified vendors to provide technical services on an as needed basis. The District is interested in establishing a partnership with vendors who have the resources and highly trained **full time personnel (required)** on staff to provide highly competent and immediate support as needed.

For the purpose of this solicitation, the terms "IT temporary professional," "contractor," and "supplier" are used interchangeably. For the purpose of this solicitation, the terms "District," "BCSD", "agency," "government entity," and "entity" are used interchangeably.

This is a Competitive Fixed Price Solicitation. The purpose of a Competitive Fixed Price solicitation is to establish a pre-set maximum price which the District will pay to awarded bidders for a specific service. The District is not required to do business with each awarded bidder, nor is the District required to use the same awarded bidder for each requirement.

The District has established a maximum cost per service category that it shall pay to responsible and responsive bidders. The District shall be advised of, and may take advantage of, any bidder's offered price that is lower than the pre-set maximum Fixed Price designated in this solicitation. The District is not required to use any offered reduced pricing but shall purchase in the District's best interest. The District reserves the right to make award to additional responsive bidders after the initial award at each optional renewal date.

3.0.3 SCOPE OF WORK/SPECIFICATIONS:

1) **Fixed Rates for Service Categories and Category Descriptions.** Hourly rates for each service category are given in **Exhibit A** and correspond to stated levels for each job description. BCSD and the provider determine which job description (level) is appropriate for the work being considered.
BCSD will not pay any extra costs for IT temporary professional services (i.e., benefits, insurance, room and board, and any other additional costs). BCSD will not pay travel costs to the designated workplace for the contracted IT temporary professionals.

2) **Price Adjustment.** Fixed rates may be adjusted by the BCSD during the term of the contract to accommodate changing market conditions.

3) **IT Professional Service Request**. The professional service requested by BCSD will include, at a minimum, the position description, the required skill(s) for the project, a complete statement of work with expected deliverables, and a specific time period for the service.

The contractor's offer or response must include, at a minimum, qualifications/resume of the available individual who meets the entity's requested requirements and an hourly bill rate for the services not to exceed the maximum rate for the position category and commensurate with the level of expertise, experience, and education within the job position description.

BCSD will make the final decision for each IT professional service request based on the qualifications of the individual submitted and the bill rate per hour.

If the supplier proposes to include off-shore work as part of the response to BCSD' s statement of work, the supplier must indicate that off-shore work is proposed. BCSD will determine if off-shore work is acceptable.

4) **Time Requirement**. If requested by BCSD, the vendor must process a request and have an IT professional available within 72 hours of making a professional services request. BCSD has the option to interview an applicant before making a selection.

5) **Activity During Each Year of the Contract.** If a Contractor fails to respond to three (3) or more requests to submit a qualified candidate, at the discretion of BCSD, the Contractor may no longer be able to participate under this solicitation.

6) **Performance Reporting.** BCSD may provide comments on the performance of the contractor. The contractor should be capable of accessing performance comments.

7) **Double Submission.** Two or more contractors cannot submit the same candidate for a statement of work. It is the responsibility of the contractors to assure that the candidate they submit has not been submitted by another contractor. If two or more contractors offer the same candidate, both will be rejected and notified by BCSD.

8) **Hours of Operation**. Work hours will be established by BCSD; however, normal work hour coverage is from 7:00 a.m. to 5:00 p.m., Monday through Friday (District holidays excluded). During the summer, the District works four (4) ten (10) hour days and is closed on Fridays. When a work statement is issued, the Contractor shall be put on notice as to whether unusual hours will be required.

9) BCSD will provide proper working facilities and consumable supplies commensurate with the task(s) to be performed. All work shall be performed at the physical locations within BCSD unless otherwise authorized by the BCSD.

10) **Service Descriptions**. Service categories commonly used by BCSD are described below. BCSD reserves the right to add or delete positions as needed during the term of the contract.

11) BCSD may elect to permanently hire at no additional cost to BCSD, any individual provided by the supplier under this IT staffing contract after at least 240 hours of service by the individual.

Reply

We have read, understood and will comply with Scope of Work.

5. Qualifications

5.0.1 QUALIFICATIONS OF OFFEROR (MAR 2015):

a) To be eligible for award, you must have the capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance. We may also consider a documented commitment from a satisfactory source that will provide you with a capability. We may consider information from any source at any time prior to award. We may elect to consider:
(i) key personnel, any predecessor business, and any key personnel of any predecessor business, including any facts arising prior to the date a business was established, and/or
(ii) any subcontractor you identify.

Reply

Jersey I Tech is a well-established staffing company with over **5 years of experience** providing IT staffing and solution services to various agencies across the nation. We have our consultants present in 15 states, where we have been successfully serving huge customer base with high level of customer satisfaction. Our commitment to be transparent and straight forward throughout the engagement process has helped us build strong customer and contractor relationship.

Jersey I Tech is a total service IT services company, with services offerings attending to full-lifecycle of IT organizations. The company has offices in **USA and in India**. We are a Technology Management Solutions Company providing both strategic and tactical solutions to our customers. We offer world-class technical services to Small, Medium and Large-Scale Industries. Our mission is to offer World Class Solutions to enhance the competitive advantages of our customers. Our customers range from large system integrators, to mid-size businesses across multiple verticals. Jersey I Tech focuses on providing Process oriented Solution Services, Custom Software Development and Support, Packaged Product Implementation, Database Administration, Systems Integration, Call Center Management and IT Staff augmentation.

We are not using the services of Subcontractor.

Our objective is to deliver service solutions that reduce the total cost of ownership (TCO) while providing a high return on investments (ROI). Jersey I Tech delivers industry-leading services that are qualitative, cost effective and delivered in a timely manner. We utilize best practices and both industry and in-house methodologies to ensure a strategic advantage over other consulting companies. The technology/vertical focus is dictated by constant dialog with customer practice heads/talent acquisition personnel, prompting both proactive and reactive recruiting. We do have very strong teams who understand customer plans and align with the long term and bigger picture.

Jersey I Tech has the required ability to accurately evaluate BCSD needs and provide only those resources that are professionally appropriate in skills and background, are able to provide quality service, and has the interpersonal skills necessary to succeed at the BCSD sites. Our IT solutions will satisfy BCSD requirements include technical, analytical and managerial personnel with the skills and expertise to provide professional support for a broad range of applications and infrastructure requirements in client/server, multi-tiered, mid-range and legacy environments. Our basic approach is to understand a client's business, technical, and cultural environments so that we can fully appreciate its staffing requirements. Our foremost task is to find the best resource for the position based on a precise understanding of our client's environment and a strong sense of the type of person who fits well into its culture.

Our IT services are the process by which our organization creates a pool of pre-vetted applicants and makes a choice from that pool to provide the right person at the right place at the right time to increase the organizational effectiveness. We offer complete contract-to-hire and direct-hire placement services to our clients. We make the best possible talent available to you in your direct-hire searches, and use all available avenues to search out and recruit the most talented candidates available. Our keenness for innovation and professional expertise help our clients with the best staffing solutions. Certainly, our professional staffing

solution will help you to deal with complex problems thereby enhance productivity and scale heights in your business.

Through our flexible, on-demand engagement model we provide 24x7 recruiting and service delivery. Our client-dedicated service teams following client-specific service plans to ensure consistent on-demand delivery of quality resources. Shared services groups provide additional recruiting support for peak demand, and corporate services provide subject matter expertise and functional support.

Jersey I Tech Features

- **Reduce recruitment costs and risk:** We screen candidates and conduct necessary background checks for you. Only those candidates who match your skill, experience, and culture requirements are presented for consideration.
- **Create budget flexibility**: We incur costs only when you have the need for technical support. We work within budget to best suit BCSD needs.
- **Get IT personnel with the right qualifications**: We provide training to our key personnel and we ensure our personnel remain certified in the latest technologies through our ongoing career development programs.
- **Client dedicated account management team**: Our BCSD dedicated team of key personnel will concentrate on BCSD need to undertake new initiatives and maintain operational stability includes assess, design, implement, and manage, with a vision to evolve with you into the future, keeping our IT operations aligned with State objectives.

Jersey I Tech Experience

We have extensive experience with the state & commercial clients and currently serve multiple clients like State of PA, City of Philadelphia, Aplus1, Skills & Associates, Star India, Aqua America Inc., UnitedHealth Group, Comcast Corporation, Ventures Unlimited Inc., RAPS Consulting, Avco Consulting, 22nd Century Technologies, USTech Solutions, RJT Compuquest and many more.

Jersey I Tech key personnel

Jersey I Tech provides well-defined, highly-accountable and effective account management through highly-skilled account support team selected for industry, domain and role-based experience. A single-point-of-contact Account Manager, led by a senior business executive, will act as the primary point of BCSD contact related to overall service delivery before, during and after implementation. By utilizing a single-point-of-contact Account Manager while also taking a team-based approach to account management and service delivery, Jersey I Tech assures the highest quality and most consistent service delivery to the BCSD at all times, without interruption or delay, under varying business conditions and changing circumstances.

For this contract we will assign a BCSD dedicated focused organization called Customer Business Units with dedicated Account Manager to work with BCSD wings. We have a 24X7 team of 20 technical recruiters with average experience of more than 5 years of industry experience. Our technical recruiter's works in all US time zones covering early morning as well as late evening hours to reach the candidates. We recognize that there is always need of dual-communication process to fulfill customer's concerns. As practice, our Account Manager will be responsible for follow up the status of the BCSD project and Jersey I Tech onsite staff and will be the sole point of contact for all type of communication with the BCSD from initial screening thru joining till the completion of project.



[redacted]

To ensure 100% satisfactory support, Jersey I Tech executive's themselves will get involved in case of BCSD crucial requirement, high level escalation and make sure that BCSD concerns will be taken care of immediately. The duties of the proposed account support team in staffing the work effort for the BCSD contract will be as below:

Account Management Personnel – Duties in staffing the work effort for the BCSD	
Personnel	**Duties/Responsibilities**
Account Manager	• In-charge of overseeing the smooth running of BCSD projects with Jersey I Tech. • Contract management and interaction with BCSD designated personnel. • Tracking and fulfilling BCSD contract requirements and needs. • Performing project management duties to ensure all BCSD projects will be delivered on time and within budget. • Meeting with BCSD personnel on regular basis to keep track and monitor performance and behavior of our onsite staff. • Submitting Quarterly/Monthly Compliance Reports to the BCSD and sending weekly dashboard reports to Executive management.
Service Delivery Manager	• Ensuring SLAs are achieved and BCSD expectations are met. • Onboarding and transition for BCSD as services are added or removed. • Ensuring quality of candidate selection process with Recruitment Manager. • Ensuring the resources and information systems are utilized correctly and quality and profitable services is provided to the BCSD. • Attend BCSD service review meetings; areas covered will include performance reports, service improvements, quality and processes. • Ensuring that systems, processes and methodologies are followed to ensure effective monitoring, control and support of service delivery. • Ensuring knowledge transfer to staff to ensure BCSD systems are understood.
Recruitment Manager	• Developing of the recruitment process based upon Jersey I Tech 3-phase, 9-step well established recruiting methodology and the implementation of recruitment innovations for the BCSD. • Targeting niche skills and social media recruitment for staffing BCSD projects. • Arranging and managing interview schedules between the BCSD & consultants. • Designing the selection matrix for choosing the ideal candidate. • Time to time train recruiters to enhance skills as per BCSD reuirements. • Meeting with Account Manager and Service Delivery Manager on the regular basis as the potential gaps are identified and researched.
Relationship Manager	• Serving as liaisons between BCSD and onsite staff, ensuring excellent customer service and client satisfaction • Explaining the needs of the BCSD to the onsite staff and motivate them to provide the highest standards of service. • Defining issues to focus on, opportunities to pursue and candidates to retain in. • Ensuring escalation flows are in place, advice technically on escalations. • Review meeting with Account Manager and Service Delivery Manager covering BCSD services, staff performance and improvements required. • Developing and facilitating workshops and training courses to keep staff knowledge up-to-date with technologies.

Account Management Personnel – Duties in staffing the work effort for the BCSD	
Personnel	**Duties/Responsibilities**
Senior Technical Recruiter + Team of Recruiters	• Meeting with Recruitment Manager to prepare Job Description for posting on the job sites & forwarding to Jersey I Tech internal employees for referral. • Searching perfect matching candidates using- o Candidate Database (JOBDIVA, Monster, Dice, CareerBuilder job portals) o Sharing job requirements to about 50K pre-vetted consultant's networks in internal resume database. • Performing tests along with SME's and arranging interviews of shortlisted candidates with BCSD hiring personnel. • Evaluating technical, inter-personnel & team qualities as per BCSD needs. • Submitting shortlisted candidates to the Recruitment Manager for perusal. • Preparing shortlisted candidates profile matrix for BCSD submittal.

Below are the detailed resumes of Account Management Team for your consideration.

[redacted]

[redacted]

[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]

[redacted]

[redacted]

[redacted]

b) You must promptly furnish satisfactory evidence of responsibility upon request. Unreasonable failure to supply requested information is grounds for rejection.

Recruitment Process

Once BCSD has a position to be filled, our Account Manager will meet the concerned BCSD hiring officer in your department. In the meeting, we will understand the role of the person to be hired, the duties and responsibilities and budget for the position. Based upon that, our Account Manager will come up with a full job description of the position that will include details like education qualification, skills, number of years of experience, specific experience on any skill, salary range and any other position-specific special skills. Based on similar line, we will also prepare work plan for each position to be fulfilled for BCSD.

Once approved work plan is received, our recruiting team headed by experienced Account Manager will start proactively by identifying resources internally and externally to build a database for the BCSD. After finding the suitable match as per requisition, Our Account Manager will forward the pre-vetted qualified candidates to the BCSD for the Screening/shortlisting. Our Account Manager will be responsible to follow up the joining of the candidate on specified date at BCSD site. After joining, we have well-defined and documented process for monitoring the job performance of our candidates while working with various clients to make sure the successful accomplishment project goals.

Our account management team follows a 3-phase, 9-step well established recruiting methodology to source, screen and select best-fit talent for the BCSD. We also fill a large percentage of positions through our proprietary database of more than 50k pre-vetted candidates. We invest heavily in building the skills of our recruiting organization and enabling our recruiters with the latest cutting-edge recruiting technologies to prescreen and evaluate candidates as per client specific skills and have ease to fit in client environment.



Entire process supported by online testing, evaluation and certification

Jersey I Tech Unique Recruitment Methodology

Recruitment Process	Responsibility
Step 1: Requirement Evaluation	
To correctly identify a client's need, it is important to thoroughly evaluate the requirement. Understanding of the client's industry, organizational structure, team culture, mandatory and desires skills needed for success in a particular role, project scope, the competitive landscape are essential when assessing a requirement.	• Account Manager • Service Delivery Manager
Step 2: Source Candidates	

Recruitment Process	Responsibility
To zero in on the resource that is a right fit, numerous profiles from Jersey I Tech extensive and diverse database, job portals, social media channels are combed through and shortlisted.	• Technical Recruiting Team
Step 3: Screen Candidates	
The shortlisted profiles are further screened by SMEs on the bases of skills, years of experience, industry knowledge and more. This list of sourced candidates is further refined to find the best matched profiles.	• Recruitment Manager • SME's
Step 4: Testing/Evaluation	
In this phase, potential resources are tested on technical expertise by our highly experienced and domain specific recruiters. o Behavioral Interviewing like leadership qualities, ability to work in team, etc. o In-depth technical skills evaluation (Tests & Interviews) and client business domain skills evaluation. o Skill metrics are drawn up to narrow down the list to a select few of best matched profiles.	• Recruitment Manager • SME's
Step 5: Qualifying	
Candidates that make it to the qualifying round are then ranked to be presented to the clients based on the best match and alignment with the client's specific needs. The above steps are performed in an iterative process based on the feedback and/or requirement tweaks by the client.	• Recruitment Manager • Account Manager
Step 6: Interviewing	
Qualified candidates are interviewed in person or over the phone to match the clients' requirements.	• Service Delivery Manager
Step 7: Hiring Decision/Contingent Offer	
The client makes the hiring decision for the most suitable candidate(s). Negotiation of the offer may follow post selection.	• Account Manager
Step 8: Background Check	
We endeavor to verify candidates' references and background details wherever reasonably possible and feasible and we will, when instructed, provide details of the results of those conversations or written details, subject to our Terms of Business. We can also arrange and co-ordinate other police checks, in-depth background and history checks as requested by the client. Our Background Investigations include: o Employment & Education Verification o Physical Examination o Driver's License Check o Criminal Record Check including Drug Screening	• Recruitment team • Service Delivery Manager
Step 9: On-Boarding/Orientation	
Jersey I Tech gains a thorough understanding of the client's requirements at the start of every program. Jersey I Tech establishes customized processes and measures and creates service manuals to ensure that these requirements are being strictly followed. The onboarding program includes: i Training the account management team on the requirements (background checks, service locations, required documentation, client culture, relationships, communication protocols, granting them access to the service manual specifically created for each program, etc.) ii Signing of agreement by staff concerning the program requirements. iii Keep the staff updated and training them on any program modifications /new requirements.	• Account Executive • Service Delivery Manager

As a practice to confirm immediate availability, we always prefer to hire and submit local resources to our clients. Before proposing any candidate to the BCSD, our dedicated team of recruiters makes sure candidates having local presence within state of SC or having worked in the state in past or having family there or having travelled all over US for different projects at different location are shortlisted. If in case, required skills are not available locally, resources from nearby states will be shortlisted and assigned to BCSD projects. We obtain written undertaking from the candidates to join on the project start date assuring candidate's availability of joining on contract if selected. Normally, our candidates are readily available to join on client site soon after award of task order. Therefore, once the candidate will be shortlisted/ selected by the city, he/she will be readily available for the contract. But in few cases, they need maximum of 10 working days to conduct transition process for their current assignments.

Contingent Labor is thoroughly prepared for its client assignment through client-specific on-boarding and orientation. We will create a custom policy manual for BCSD covering topics such as: reporting instructions, parking, timekeeping, campus security, internet security and code of conduct. They may also include other items such as: inclement weather policy, public transportation availability, and corporate outing guidelines. In short, our employees are prepared to act and work like the client's employees.

c) ***Corporate subsidiaries are cautioned that the financial capability of an affiliated or parent company will not be considered in determining financial capability****; however, we may elect to consider any security, e.g., letter of credit, performance bond, parent-company corporate guaranty, that you offer to provide instructions and forms to help assure acceptability are posted on procurement.sc.gov, link to "Standard Clauses & Provisions."*

Reply

We will comply with above requirement and will submit the required documents at the time of award.

5.0.2 SUBCONTRACTOR INDENTIFICATION (FEB 2015):
If you intend to subcontract, at any tier level, with another business for any portion of the work and that portion either (1) exceeds 10% of your cost, (2) involves access to any "government information," as defined in the clause entitled "Information Security – Definitions," if included, or (3) otherwise involves services critical to your performance of the work (err on the side of inclusion), your offer must identify that business and the work that they are to perform. Identify potential subcontractors by providing the business name, address, phone, taxpayer identification number, and point of contact. In determining your responsibility, the BCSD may contact and evaluate your proposed subcontractors.

Reply

Not Applicable

8. Bidding Schedule/Price Proposal

EXHIBIT C

BID FORM TEMPORARY IT PROFESSIONAL SERVICES

Indicate the categories of service that your company can supply by checking the appropriate line items below. By checking the appropriate category, the supplier affirms that their company has at least one qualified individual in the checked category who can provide on-site services to BCSD.
Note: Labor rate on Exhibit A must include all travel and additional costs.

Percentage discount from established pre-set maximum Fixed Price, (if offered):
_____%

CATEGORY	Level	Bidding	Not Bidding	Hourly Rate
IT Laborer	Entry	✓		$15.00
	Intermediate	✓		$20.00
	Advanced	✓		$25.00
AV/IWB Installer	Entry	✓		$15.00
	Intermediate	✓		$45.00
Desktop Technician	Entry	✓		$25.00
	Intermediate	✓		$45.00
	Advanced	✓		$65.00
Systems Administrator	Entry	✓		$50.00
	Intermediate	✓		$75.00
	Advanced	✓		$100.00
Systems Engineer	Entry	✓		$125.00
	Intermediate	✓		$200.00
	Advanced	✓		$300.00
Network Administrator	Entry	✓		$50.00
	Intermediate	✓		$75.00
	Advanced	✓		$100.00
Network Engineer	Entry	✓		$125.00
	Intermediate	✓		$200.00
	Advanced	✓		$300.00
Database Administrator	Entry	✓		$100.00
	Intermediate	✓		$175.00
	Advanced	✓		$250.00
IT Security Engineer	Entry	✓		$100.00
	Intermediate	✓		$200.00
	Advanced	✓		$275.00

Technical Writer	Entry	✓		$75.00
	Intermediate	✓		$100.00
	Advanced	✓		$125.00
Business Analyst	Entry	✓		$100.00
	Intermediate	✓		$150.00
	Advanced	✓		$200.00
Training Specialist	Entry	✓		$75.00
	Intermediate	✓		$100.00
	Advanced	✓		$125.00
Telecommunications Administrator / Engineer	Entry	✓		$125.00
	Intermediate	✓		$165.00
	Advanced	✓		$200.00
Web Developer	Entry	✓		$50.00
	Intermediate	✓		$75.00
	Advanced	✓		$100.00

Jersey I Tech — Sep 10, 2019

Firm's Name — Date

1200 Laurel Oak Road, Suite # 107, Voorhees, NJ 08043

Mailing Address

856-725-7540 /

Phone/FAX #'s

Authorized Signature: _____

Printed Name: Ashish Jain

9. Attachments to Solicitation

9.0 ATTACHMENTS TO SOLICITATION

MINORITY AND WOMAN BUSINESS ENTERPRISE POLICY AND REQUIREMENTS:

Mission of the Beaufort County School District Board of Education:
To serve the community by providing the opportunity for each student to receive a highly effective education

Statement of Policy

It is the policy of the Beaufort County School District that discrimination against businesses on the basis of race, color, national origin, and gender is prohibited. No person shall be denied the benefit of, or otherwise discriminated against, on the grounds of race, color, national origin or gender in connection with the award and/or performance of any contract or modification of a contract between a vender or contractor and the Board which contract is paid or is to be paid for, in whole or part, with monetary appropriations of the Board. Further, it is the policy of BCSD to encourage and promote on an inclusionary basis contracting opportunities for all business, without regard to race, color, national origin or gender. It is expected that all firms seeking to do business with the Beaufort County School District will comply with this BCSD policy.

W/MBE Compliance

Potential bidders must demonstrate their process for contracting or utilizing businesses as subcontractors or suppliers for work on projects undertaken is open to businesses regardless of race, gender or ethnicity, by fulfilling one (1) of three (3) alternative eligible bidder categories.

1. Documentation of prior M/WBE on projects undertaken in South Carolina during the previous two (2) years at the level of availability.
2. Documentation of prior good faith outreach efforts on all projects undertaken in South Carolina during the previous two (2) years.
3. Commitment to future good faith outreach efforts in all projects undertaken in South Carolina.

On eligible projects that equal or exceed five million dollars in value, potential bidders are required to make a good faith effort to enter into a joint venture or Mentor/Protégé arrangement at the prime contractor level which includes at least one (1) certified minority- and/or woman-owned firm.

- Companies involved in joint venture Mentor/Protégé arrangements must be of a different race or gender ownership.
- Each eligible bidder shall submit with each bid submission on an eligible contract:
  1. A complete and signed subcontractor plan. Eligible bidders who submit bid proposals which fail to utilize minority- and/or woman-owned business enterprises at a level consistent with availability, must submit documentation

detailing their "good faith outreach efforts" to utilize minority- and/or woman owned firms.

2. Written documentation demonstrating the eligible bidder's good faith efforts to identify, contract with, or utilize businesses, including certified M/WBEs, as sub-contractors or suppliers on the eligible project.

- Acceptable good faith effort documentation:
  1. The eligible bidder contacted the District Purchasing and Contract Compliance Offices, other private sector and government entities, or M/WBEs organizations, to identify available businesses to work on the eligible bidder project, including minority-and Woman-owned firms.
  2. The eligible bidder placed notices of opportunity for minority-and woman-owned firms to perform subcontracting work on the eligible project in newspapers, trade journals and other relevant publications specifically targeted to M/WBEs or communicated such notices or opportunities via the Internet or by other available media means.
  3. The eligible bidder submitted invitations to bid for work on the eligible project to qualified businesses, including minority-and woman-owned firms.
  4. The eligible bidder included in such notices and invitations, a full disclosure of the criteria upon which bids, proposals or quotes would be evaluated, and also included contact information for inquiries, submissions, or requests to review any necessary bid documents.
  5. The eligible bidder promptly responded to inquiries, provided necessary physical access and time for all interested businesses to fully review all necessary bid documents, and otherwise provided information, access and time to allow all interested businesses to prepare bids and quotes, regardless of race, gender or ethnicity.
  6. The eligible bidder considered, hired, or otherwise utilized qualified and available businesses for an eligible project, including minority-and Woman-owned firms.
  7. For each business which contacted or was contacted by the eligible bidder regarding sub-contracting or services on the eligible project, the eligible bidder shall maintain all written documents reflecting such contact, including bids, quotes and proposals.

Subcontractor Participation

Beaufort County School District, through its contract documents, encourages contractors to utilize minority subcontractors on their projects.

A prime contractor must identify M/WBE utilization expenditures to certified M/WBE subcontractors that perform a commercially useful function in the work of the contract. An M/WBE subcontractor is considered to perform a commercially useful function when it is responsible for the execution of a distinct element of the work of a contract for which the MBE or WBE has the skill and expertise and carries out its responsibilities by actually performing, managing and supervising the work involved.

Business Utilization Report

In order to facilitate an effective monitoring system, each contractor, bidder or offeror must submit a completed and signed Utilization Report with the bid submission which lists the names, addresses and contact persons of the M/WBE and majority owned businesses, if any, to be used in the contract, the type of work each business will perform, the dollar value of the work and the scope of work. The Utilization Report submitted by the contractor shall be submitted as a part of the contract with BCSD. If the information contained in the Contractor's Utilization Report changes by the time the contract is executed, the Contractor shall amend the Utilization Report and such amended Utilization Report shall be incorporated into the contract.

Business Enterprise Utilization Report

List all vendors/subcontractors to be used on this project. All MBEs or WBEs proposed for utilization on this project must be certified by the Small and Minority Business Assistance Office through the State of South Carolina according to the criteria of the Beaufort County School District's Minority Business Enterprise Plan prior to utilization on this project.

In column 2 below, please specify ethnic/racial/gender group as follows:

- AABE – African-American Business Enterprise
- HBE – Hispanic Business Enterprise
- ABE – Asian-American Business Enterprise
- WBE – Woman Business Enterprise

Sub-Contractor Name	Gender Group	Address	Phone #	Other	E-Mail
	N/A				

Statement of Intent

We, the undersigned have prepared and submitted all the documents required for this project. We have prepared these documents with a full understanding of the Beaufort County School District's goal to ensure equal opportunities in the proposed work to be undertaken in performance of this project. Specifically the BCSD seeks to encourage and promote on an inclusionary basis contracting opportunities without regard to the race, gender, national origin or ethnicity of the ownership or management of any business and that it is an equal opportunity employer and contracting entity. We certify that the representations contained in the Minority/Woman Business Enterprise (M/WBE) Utilization Report, which we have submitted with this solicitation, are true and correct as of this date. We commit to undertake this contract with the Minority/Woman Business utilization Report we have submitted, and to comply with all non-discrimination provisions of the Minority/Woman Business Enterprise Program in the performance of this contract.

Signature

Sep 10, 2019
Date

Name: Ashish Jain

Title: Sr. Vice President

Project: Temporary Information Technology (IT) Professional Services

10. Exhibit B – References

EXHIBIT B

BID FORM
TEMPORARY IT PROFESSIONAL SERVICES

Please provide not less than three reference accounts including: Company Name, Address, City, State & Zip Code, Contact Name, Contact Telephone Number, Contact E-mail Address. Provide a brief description of the work performed and indicate the length of time for the engagement. Please use additional pages – if necessary.

[redacted]

Jersey I Tech — Sep 10, 2019
Firm's Name — Date

1200 Laurel Oak Road, Suite # 107, Voorhees, NJ 08043
Mailing Address

856-725-7540 /
Phone

Authorized Signature: _____

Printed Name: Ashish Jain

11. Objections, Exceptions and Observations

Please list all objections, exceptions and observations regarding the specified services and requirements collated in a separate document with regards to specific section to which the offeror objects, takes exception(s), or provide(s) observations.

Reply

Not Applicable